

COMPUTER OPERATOR

DEFINITION:

To perform a variety of computer operation functions which includes simultaneous processing of city wide application systems, perform database and backup procedures for information recovery, assist users on a variety of computer systems needs and assist in data entry management.

SUPERVISION RECEIVED AND EXERCISED:

General supervision is received from the Computer Operation Analyst. Exercised direct supervision of the Data Systems Operator.

EXAMPLES OF DUTIES:

Depending upon assignment, duties may include but are not limited to the following:

1. Accurately process, simultaneously, a variety of citywide computer applications including the set-up of a variety of forms and data formats specific for each application.
2. Assist in the preparation and implementation of an effective backup management system to prevent loss of data and assure a complete information systems and database recovery.
3. Routinely monitor mainframe hardware, operation and application software system performance to ensure a smooth operating environment; investigate operation problems; troubleshoot and resolve routine problems or refer to appropriate technical support resources.
4. Train and assist users in accessing data in mainframe system using terminal or microcomputer.
5. Oversee work of data entry operator (s); ensure that work is properly prioritized and completed in a timely fashion.
6. Perform routine maintenance on system equipment including printers and tape drives.
7. Perform microcomputer and office automation support functions for Information Systems personnel including periodic backup of microcomputer files.
8. Assist in data entry operations as necessary within the Information Systems Division.
9. Prepares and updates procedural instructions for scheduling and running of jobs.
10. Supervise, train and evaluate assigned staff.

11. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge, Abilities and Skills:

- A. Knowledge of general principles of computer operation and of the operation of peripheral equipment.
- B. Knowledge of database operations in a multi-processing environment.
- C. Knowledge of data communications troubleshooting techniques.
- D. Ability to operate a Unisys mainframe computer or equally complicated computer which does multiprocessing in a database environment and to operate peripheral equipment.
- E. Ability to adapt to a work environment characterized by changes in equipment, techniques, schedules and deadlines.
- F. Ability to function without close supervision while following procedures, controlling both operations and data entry and meeting deadlines.
- G. Ability to process programs simultaneously.
- H. Ability to provide instruction on equipment operation.
- I. Ability to identify problems, troubleshoots and take corrective action without maintenance specialist.
- J. Ability to work cooperatively and effectively with others.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of recent full time paid responsible experience in the operation of a mainframe computer system utilizing disk tape environment and database applications. Experience in the operation of a UNISYS A series mainframe is desirable.

Education:

Equivalent to the completion of the twelfth grade plus specialized coursework in computer hardware operations, including operating and communications software.

PROBATIONARY PERIOD: One Year

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APP GROUP: 5

FPPC STATUS: Non-Designated

FLSA STATUS: Non-Exempt